United Nations ST/IC/2000/70

Secretariat

21 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Medical evacuation**

1. The present information circular is issued pursuant to sections 2.6, 5.1, 10.1 and 10.3 (f) of administrative instruction ST/AI/2000/10.

2. Pursuant to section 2.6 of ST/AI/2000/10, the Guidelines for physicians advising on medical evacuation are outlined in annex I to the present circular.

3. Any inquiry related to medical evacuation can be addressed to the United Nations Medical Director at the following telephone and fax numbers:

Telephone: (212) 963-7082 during office hours; (212) 963-6666, through United Nations Security after working hours, on weekends and holidays;

Fax: (212) 963-4925

4. Pursuant to section 5.1 of ST/AI/2000/10, the list of recognized regional medical centres to which medical evacuation may be made from countries with inadequate medical facilities is provided in annex II to the present circular.

5. Pursuant to section 10.1 of ST/AI/2000/10, the medical evacuation form (MS.39) to be completed and submitted to the United Nations Medical Director is provided in annex III to the present circular. An electronic version of MS.39 will be made available upon request.

6. Pursuant to section 10.3 (f) of ST/AI/2000/10, heads of department or office shall, on a quarterly basis, provide the United Nations Medical Director with the total cost of each medical evacuation, including medical costs. Medical costs shall only be provided for staff members insured under the United Nations Medical Insurance Plan. Medical costs for staff members insured under Van Breda will be directly requested from Van Breda by the United Nations Medical Director.

* The present circular will be in effect until further notice.

00-65209 (E) 260900

Annex I

Guidelines for physicians advising on medical evacuation

Beyond the typical acute life-threatening illness or injury, medical evacuation may be considered according to the following guidelines:

A. The following chronic conditions with potential for life-threatening outcomes or complications may be considered for medical evacuation:

Cancers

Complications of diabetes mellitus

Chronic cardiovascular diseases

Chronic pulmonary diseases

Chronic kidney diseases

Chronic liver diseases

Human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS)

Organ and bone marrow transplants

N.B. The above-mentioned conditions may require repeated medical evacuations.

B. The following non-life-threatening chronic conditions are generally not considered for medical evacuation:

Chronic eye conditions

Chronic ear, nose and throat/allergy conditions

Chronic back pains, osteoarthritis

Chronic gastrointestinal ailments

Chronic urological conditions

Chronic skin conditions

Any request in this category **must** be submitted for review to the United Nations Medical Director before any action is taken.

C. The following conditions do not qualify for medical evacuation:

Infertility treatments

Plastic surgeries (unless in the context of disfigurement)

Orthodontic treatments

All chronic/congenital medical conditions that are stable and non-life-threatening

Annex II

Countries with inadequate medical facilities justifying medical evacuation to recognized regional medical centres

Countries	*Recognized regional medical centres*
A. Central America	
Belize, El Salvador, Honduras, Nicaragua	Mexico
B. South America	
Bolivia	Chile
Guyana	Trinidad and Tobago and Venezuela
C. Caribbean	
Haiti	Dominican Republic
D. Arab States	
Iraq	Jordan, Lebanon
Libyan Arab Jamahiriya	Egypt, Tunisia
Yemen	Egypt, Saudi Arabia
E. Africa	
Benin	
Burkina Faso	
Cape Verde	
Central African Republic	
Chad	
Congo	
Democratic Republic of the Congo	Cameroon
Equatorial Guinea	Côte d'Ivoire
Gambia	Gabon
Ghana	Senegal
Guinea	South Africa
Guinea-Bissau	
Liberia	
Mali	
Mauritania	
Nigeria	
Niger	
Sao Tome and Principe	
Sierra Leone	
Togo	

Countries	*Recognized regional medical centres*
Burundi	
Djibouti	
Eritrea	
Ethiopia	Egypt
Rwanda	Kenya
Somalia	South Africa
Sudan	
Uganda	
United Republic of Tanzania	
Angola	
Botswana	
Lesotho	
Malawi	South Africa
Mozambique	
Swaziland	
Zambia	
Comoros	
Madagascar	Île de la Réunion
F. Asia	
Armenia	
Azerbaijan	
Georgia	Turkey
Kyrgyzstan	
Afghanistan	
Bangladesh	
Bhutan	
Kazakhstan	India, Pakistan
Nepal	
Turkmenistan	
Uzbekistan	
Maldives	India, Sri Lanka
Cambodia	
Lao People's Democratic Republic	Thailand
Myanmar	
Viet Nam	
Democratic People's Republic of Korea	China
Mongolia	
G. Micronesia and Melanesia	
All countries	Australia, New Zealand

Annex III

MEDICAL EVACUATION FORM
To be faxed, or sent to the United Nations Medical Director
Fax No. (212) 963-4925

PART A: TO BE COMPLETED BY THE MEDICAL OFFICER, THE UNITED NATIONS DISPENSARY PHYSICIAN OR UNITED NATIONS EXAMINING PHYSICIAN RECOMMENDING MEDICAL EVACUATION

Duty station:	Country:
Name of evacuee:	Date of birth: (d/m/y)
If evacuee is not the staff member, name of staff member:	
Index No.:	Agency/Organization:
Diagnosis:	
Reasons for recommending medical evacuation (if necessary, attach additional sheet):	
Is the evacuee travelling alone? ☐ Yes ☐ No	
If not, who is accompanying the evacuee? ☐ Doctor ☐ Nurse ☐ Family member ☐ Donor	
Place of evacuation recommended:	
Expected duration of medical evacuation:	
Name of physician:	
Date: (d/m/y)	Signature:

PART B: TO BE COMPLETED BY THE MEDICAL SERVICES DIVISION UPON RECEIPT OF THE MEDICAL REPORT ISSUED BY THE ATTENDING PHYSICIAN AT THE PLACE OF EVACUATION

Medical report received on:	Final diagnosis:
Actual place of evacuation:	
Departure date: (d/m/y)	Return date: (d/m/y)
Hospitalization – Admitted on: (d/m/y)	Discharged on: (d/m/y)

MS.39 (5-00)-E